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HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

ASPIRE SPECIALIST

Code: 309100

Pay Grade: 20 (\$15.35- 20.68/hr.)

Open for Recruitment: July 1, 2014 - Until Canceled

JOB DESCRIPTION

As an ASPIRE Specialist (***Additional Support for People in Retraining Employment***), you will provide vocational case management services to welfare recipients and will be responsible for motivating and preparing them for employment. Work includes assessing program participants' employability, counseling participants, determining current work skills and education/training needs, developing jobs, placing participants, and monitoring participant progress.

Typical Duties

- Interviews welfare recipients who are referred to the program to explain the Additional Support for People in Retraining Education (ASPIRE) program.
- Assesses participants' employment, education, training, and work history as well as training interests and aptitudes, social services needs, and motivation.
- Develops individualized employability plans and counsels participants.
- Places participants into various education and training programs and jobs.
- Controls and monitors disbursement of contract funds.
- Advocates for participants with community agencies and employers.
- Represents the Department at adjudication hearings to defend Department's determinations.

MINIMUM REQUIREMENTS

In order to qualify, you must have a four (4) year combination of education, training, or work experience at the paraprofessional or professional level in vocational counseling, vocational training, or related social service area that provides knowledge of low income family dynamics and the employment barriers common to welfare recipients.

Value of State-paid Dental Insurance: \$13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$375.10 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$356.35 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$337.59 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$318.84 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2014.

Value of State's share of Employee's Retirement: 16.17% of pay.